

GURUNANAK INSTITUTE OF TECHNOLOGY

Approved by A.I.C.T.E., New Delhi
Affiliated to MAKAUT, West Bengal



Supporting Document

Policy Document on Promotion of Research (w.e.f. session 2016-2017)

Approved by BOG

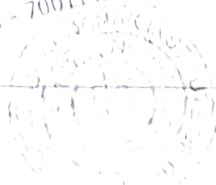
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Under Agenda No. 08

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REGISTRAR
GURUNANAK INSTITUTE OF TECHNOLOGY
KOLKATA - 700114



GURU NANAK INSTITUTE OF TECHNOLOGY

Sodepur, Panihati, Kolkata-700114

Research Policy

1. Preface


Cultivating top-quality scientific research is a vital requirement for producing any fruitful innovation. An ultimate objective of Research & development (R&D) initiatives undertaken by Guru Nanak Institute of Technology is to shape research careers and human potential, support to fortify the knowledge foundation and promote the creation of new applications, as well as societal impact of new innovations. Institutional R&D Committee is responsible for monitoring overall performances of research engagements and to motivate teachers as well as students for their collaborative involvement in different kind of R&D activities.

Guru Nanak Institute of Technology assure the integrity of scholarly inquiry that aims at helping students, scholars and faculty of Guru Nanak Institute of Technology to achieve excellence and contribute to the societal development. The college is committed to promote a research culture among faculty and students to strengthen the foundation for future development of the Institution. The research policy of the college aims to develop and promote scientific temper and research aptitude of all learners; to realize the vision and mission of the college and to identify research areas of academic, practical and socially relevant significance thus contributing to national development.

2. Objectives

The objectives of the policy include:

- To establish a system for research.
- To promote research, innovation and intellectual capital.
- To sustain research and publication.
- To take research findings to society.
- To establish links with local, national, regional and global institutions through MoU.
- To engage in consultancy and extension activities.
- To motivate the staff to utilize the skills towards enhancement of knowledge.
- To increase external funding for doing research by way of writing proposals to Government and Non-government agencies.
- To implement research-based learning.
- To enter into research partnerships with other institutions.
- To ensure integrity, quality and ethics in research.


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- To provide a proper coordination of all research activities of the college and aligning these to the vision and missions of the college and national development goals.
- To promote interdisciplinary research and establish policies or involving external agencies/experts in such projects.
- To create an awareness about patents and Intellectual Property Rights and motivate them to apply for patents.
- To create an ecosystem for innovations including Incubation centre and other initiatives for creation and transfer of knowledge

3. Promotion of Research

GNIT believes that researchers are free to choose the subject of their research, to seek support from any funding source for their research work, and to report their findings and conclusions. However, the research shall be available for scrutiny to the faculty/advisor concerned and constructive criticism of the peers. The following steps shall be taken to promote research at GNIT.

- Principal Investigators of funded projects will be rewarded with cash incentives.
- GNIT accords high priority recognizing the outcomes of research (publication, patent, and other recognitions). Publications in peer-reviewed/ indexed Journals as well as those presentations made in Conferences/ Seminars/ Symposia if that result in ISBN/ ISSN numbered proceedings attract cash incentives.
- Research Advisors whose scholar is successful with the Ph.D. degree and two International publications (with Thompson Reuters IF) is awarded cash incentive.
- A successful research proposal will be given seed money for carrying out the research project.

3.1 Research and Development Committee

To achieve the high-quality research ambience in GNIT a Research and Development cell (R & D Cell) was established for development of research and development activities within the Institute. The R & D Cell is constituted with

- Principal as Chairman, Convenor
- Head of all Departments
- Subject Expert from each department as members
- Members from Industry/Academia/Research Institution each.

3.2 Responsibilities of R&D Committee

- Motivate all Faculties to pursue research in their respective areas of expertise.
- To review all research projects to be conducted at GNIT irrespective of the funding agency
- The committee shall review the proposals before start of the study as well as monitor the research throughout the study until and after completion of the study


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through appropriate well documented procedures like annual reports, final reports, site visits etc. The committee shall also examine compliance with all regulatory requirements, applicable guidelines and laws.

- The R&D Cell is responsible for assisting the Academic Council in the performance of the Council's responsibilities in respect of the establishment and promotion of excellence in the Institute's research and development, and academic and research training activities. This includes the development, review and monitoring of achievements under the Research & Development, and those aspects of other university/Institute Plans.
- The protection and commercialization of the Institute's intellectual property.
- Consultancy activities related to R&D.
- Patent filling
- Incubation cell activities
- The provision of research and development opportunities for academic staff to maintain enthusiasm, awareness of current scholarship and relevance in teaching and other Institutional activities.
- The development of infrastructure conducive to promoting the quality and quantity of research and development.
- The establishment of research and development priorities; and monitoring the quality and quantity of school research and development.
- Disbursement of Institute Research Funds to established researchers, both individually and in groups; including research infrastructure funds; higher degree by research candidates; seeding grants to beginning researchers; research initiatives across the departments; and provision of consolidated information to the Academic Council and other appropriate Institutional bodies.
- Monitor the application of Research Funds to ensure that the funds are properly and formally accounted for.
- Promote emerging areas of research and development.
- Development of mechanisms conducive to the best possible ways of engaging and motivating research staff.
- To foster the development of multi-disciplinary research endeavours across Faculties and departments.
- Monitor the research and development performance of individuals, groups, Centres, Schools and Faculties to encourage excellence and productivity through maintaining a database of research and development activities.
- To formulate incentive schemes for promoting research activities with teachers and students/scholars.
- The quality of postgraduate education to be brought upto an internationally high level. An evaluation of PG program to be carried out by the R&D committee.
- To promote building strategic, durable partnerships and develop funding solutions with Industries and research Institutions for steering, funding and cooperation.
- Legislation on higher education is amended to support the export of education.
- Encouraging Students to participate in various events like Start-ups, Hackathon, Chatra Viswakarma, other relevant area.

3.3 Research Initiatives to Faculties



In order to enhance the research portfolio of Guru Nanak Institute of Technology, faculties are encouraged to engage in research activities like achievement of research grants/ projects and publication of research articles in refereed journals. In this regard the institute has formulated following research policies (RP):

Gnit- RP-3.3.1

Guru Nanak Institute of Technology allows faculties to attend and present their research credentials in several National/ International seminars/ conferences/workshops/symposiums to enhance liaison with prospective consultants, renowned scientists, academicians and industry persons. For this purpose ON Duty leave is also provided to the faculties and the leave is sanctioned by concerned authority.

Gnit-RP-3.3.2

Every faculty is encouraged to present their research paper at least one National Seminar/Conference/Workshop and International Seminar/Conference/Symposium/Workshop to be held in India per year. The participation is verified by R & D Committee and if found quality and authenticity, the faculty member is paid:

1. 100% Registration fee (for single author) (subjected to maximum Rs. 2000/-) (Rs. Five thousand only) in regard of National Seminar/ Conference/Workshop/ Symposium.
2. 100% Registration fee (for single author) (subjected to maximum Rs. 5000/-) (Rs. Ten thousand only) for International Seminar/Conference/Workshop/Symposium.

Gnit-RP-3.3.3

The Institute provides full financial support to the faculty member/ team of faculty members for patent filing procedure when Institute is an applicant. There is no restriction in maximum number of patents to be filed. R&D committee is authorised to scrutinize and approve the applications for patent filing.

Gnit-RP-3.3.4

The Institute promotes consultancy work utilizing available R&D resources and manpower. Teacher(s)/staff member(s) involved in the consultancy work will be eligible to receive maximum of 60% of the consultancy amount; remaining amount will be utilized for academic/infrastructural development purpose.

Gnit-RP-3.3.5

The Institute provides seed money to faculty members for initiating research. Finance committee will notify for the application for seed money grant to the Academic Council followed by BOG and Principal, GNIT to the R&D committee. The R&D Committee invites applications from faculty members for availing seed money. The faculty member will have to present his/her research proposal in front of research committee. The proposals will be scrutinized, evaluated and finally approved by R&D Committee and the list of eligible faculty members will be informed by the Head of the Institute and will be reflected in the resolution of next R&D Committee meeting. The maximum amount will be given as Rs. 20000/- per faculty member.

GNIT-RP-3.3.6

In order to enrich research scenario of the Institute, full time faculty members having PG degree are encouraged to pursue Doctoral study. The research fellowship scheme is meant for candidates who wish to pursue part time research leading to Ph.D degree are eligible to be considered under the fellowship scheme. Research work will be carried out in such a manner to ensure that the candidate can continue to work in the host institute as well as his / her parent institute on mutually agreed terms between the candidate and Supervisor. Not exceeding three years covering areas under Engineering Sciences and Basic Sciences including interdisciplinary areas.

GNIT-RP-3.3.7

To enhance research quality of the institute, Guru Nanak Institute of Technology encourages young doctoral faculty members to apply for different research award and if received. Institutional Research Excellence award is given to doctoral faculty member having outstanding research credentials.

GNIT-RP-3.3.8

Faculty members are highly encouraged to publish their research papers with students extensively in order to promote research culture in the Institute and to nurture the young minds with creativity, intellectuality. Institutional Research Awards are given to the faculty members having highest number of student publications.

3.4 Research Initiatives to Students

GNIT-RP-3.4.1


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Guru Nanak Institute of Technology encourages students to present their research credentials at National/ International Symposium/ Conference/ Seminars/ Workshops. Apart from these students are allowed extensively to get engaged in publication of research papers with faculty members in SCOPUS/SCI/UGC CARE Indexed journals. Student with highest number of publications is being awarded with "KRITI Award" in every year.

The financial support given to the students for their R&D activities:

1. The list of awardees is verified by Research Committee and if found suitable, the student is paid Rs. 500/- per paper.
2. 50% Registration fee waiver for International Seminar/Conference/Workshop/Symposium organized by the Institute.
3. Total expenditure for different national level project competitions like Chatra Viswakarma, Hackathon etc. is given by the institute.

GNIT-RP-3.4.2

The innovative M.Tech and B.Tech project work will be published as a book chapter in the book having ISBN number.

3.5 Entrepreneurship Support for Students

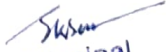
Guru Nanak Institute of Technology encourages for start-up activities for students and gives full financial support to open their own start-up with valid DIR number. There is an institution innovation council at GNIT which support to create student entrepreneurship hub to accelerate and accommodate student entrepreneur and ne start-ups. As per the policy, student has to participate and organize IIC cell activity as prescribed by Ministry of Information Technology. Institutional Innovation Ambassador is given to nurture the student fraternity towards entrepreneurship, innovation and incubation. R&D committee is responsible to collect the student entrepreneurship data from the IIC cell, GNIT.

4. Meeting Schedule

The R&D committee will meet at least twice in each semester. The Chairman/Convenor is responsible for determining if more meetings are required.

5. Procedure of Working

Finance committee will notify for the application for seed money grant to the Academic Council followed by BOG and Principal, GNIT to the R&D committee.


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The R&D committee will notify about the grant application to all Institutional faculty members. R&D committee will scrutinize and approve the application.

6. Intellectual Property Rights (IPR) Policy

In line with the Institutional Mission and Vision, all academic departments of the Institute focus on identifying major problems and its engineering solutions through innovations which in turn would lead to the development of Intellectual Property Rights (IPR). All IPRs will be filed with GNIT as applicant and concerned person(s) involved in the project as inventor(s).

7. Consultancy Policy

The Institute promotes consultancy work utilizing available R&D resources and manpower. Teacher(s)/staff member(s) involved in the consultancy work will be eligible to receive maximum of 60% of the consultancy amount; remaining amount will be utilized for academic/infrastructural development purpose.

8. Seed Money Grant Policy

The primary objective of seed money grant is to provide financial support for the research. Preference will be given to talented faculty members.

9. Code of Ethics in Research

Every researcher of the college has a responsibility to foster an environment which promotes intellectual honesty and integrity. The researcher should resist from indulging in activities which infringe on the copyrighted materials which would amount to misconduct in any aspect of research. The Research misconduct may mean and inclusive of any behaviour of the researcher that borders conflicts of interest, fabrication, falsification, plagiarism in proposing, performing or reviewing research or in reporting research results. Research misconduct does not include honest differences in interpretations or judgments of data. The College shall take seriously all incidents of research misconduct and shall ensure that the procedures for the inquiry, investigation and adjudication of any misconduct are just for all parties involved. GNIT not only views research misconduct as extremely troubling but also views the same as a threat to the basic principles of research and ethical standards the College strives to maintain and promote.

- All students pursuing research in the college are expected to maintain high standards of integrity, honesty and professionalism in respect of all the work undertaken by them
- Researchers must obey the rules regarding plagiarism and malpractice in research. Each student can avail the facility in the university to check plagiarism of the paper publications.


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Revision in Policy for Promotion of Research (2017)

Updated and approved by BOG on 12.07.2017 Agenda no. 7

The Policy for Promotion of Research has been amended in Agenda no. 7 which is to be read as

Collaborative Research Project

The institute has to confirm collaboration with non-government funding agencies to support collaborative research projects conducted by both faculty and students. The Research work will be scrutinized by the funding agency itself and the Institute will abide by the terms and conditions prescribed by them. All research proposals will be approved by Research & Development Committee. The outcome of the project should be joint publications and patent filing in the name of the Institute.

Ammended & Approved By BOG

Dated.....12.07.2017.....

Under Agenda Number.....7.....

Revision in Policy for Promotion of Research (2018)

Updated and approved by BOG on – 24.02.2018 Agenda no. – 8 Agenda no. – 9

The Policy for Promotion of Research has been amended in Agenda no. 8– which is to be read as

Publication of Papers in Referred Journal

In order to enhance the effectiveness and quality of research work, R&D committee is incorporating some mandatory instructions to the faculty members. The faculty members are advised to publish original research papers in only peer reviewed journals and also publish the papers in indexed conferences to create the ambience of excellent research environment. The faculty members of Guru Nanak Institute of Technology will get incentives if they publish quality research in indexed journals and conferences. Additionally, faculty members are required to publish one paper in each semester in indexed journals.

Research ethics committee will search and monitor the plagiarism issue of faculty if any and Ethics committees also review their data to ensure that they agree with local and international ethical guidelines. They also monitor studies once they begin and—if necessary—may take part in follow-up actions after the end of the research.

Research Advisory Committee


It was suggested to form Research Advisory Committee in the institute to review the research proposal (Funded) and finalize the topic of research. To periodically review the progress of the research work of the research scholar.

In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. It will also monitor the execution of project in time in a proper manner.

Amended & Approved By BOG

Dated.....24.02.2018.....

Under Agenda Number.....8 and 9.....


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Revision in Policy for Promotion of Research (2019)

Updated and approved by BOG on 03/05/2019 – Agenda no. – 10

The Policy for Promotion of Research has been amended in Agenda no. – 10 which is to be read as

Interdisciplinary Research

For the benefit of the society institutional faculty members are encouraged to formulate the interdisciplinary research by collaborating with each other to meet the extreme need of interdisciplinary research as suggested by different government and non-government funding agencies. The expert Faculty member will be selected from all the departments to support interdisciplinary research policy. Additionally, other than research project any infrastructural funded projects will also be suggested to submit by including faculty members from different departments to make it interdisciplinary in nature.

Ammended & Approved By BOG

Dated..... 03/05/2019 **.....**

Under Agenda Number..... 10 **.....**


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